

**Reports User Group (RUG)**  
**Action Items as of May 21, 2009**

Item Number	Item/Problem	Requesting Agency/Dept	Open/ Pending/ Closed Status	Status
1	<p>Probationary Period Trial Notification from RFQS.</p> <ul style="list-style-type: none"> <li>- Concern is the END DATE on the report</li> <li>- Eg., if employee EOD on 01/06/2008, 365 days later = 01/05/2009; however, the report generates with 01/06/2009 which is 366 days.</li> </ul> <p><b>Project 90405</b></p>	PSA & DOJ originally; however, RUG attendees agreed that this is an issue	Pending	<p>There is apparently an issue with the way the counters are set up to “count” the one year period, ie., 365 vs 366 days. <b>NOTE:</b> If an employee is in nonpay status during the one year period, the system is adjusted to include this time period; however, it also adds another day. As of 3/4/09, Shirley indicated this is a not a simple fix, BEAR10 is where the tickler originates and this will take some time to correct. It has been shared with Darryl (Ware) to submit as a Project to get added to the Release Schedule. <b>Jody submitted a request to GESD REQUEST for a project number on 3/30/2009 ...project 90405 assigned.</b></p>
2	New Transaction Descriptor data elements being populated with data in PACS-APP-CHG are reflecting adjustments from corrected T&A's.	DOJ	Pending w/Linda	Linda Reter (DOJ) will test this after the DB Chg is finished. <b>As of 3/25/09, Linda is working w/her timekeeper on this issue.</b>
3	Agency requests for Reports training to include ALL applications/systems, e.g, CULPRPT, RC, RFQS, Payroll/Personnel output (but not include FOCUS which is a separate training event altogether).	All agencies	Pending (since the manual is being updated)	Tiffany Ward (CMB) indicated that the Reports Training Manual is being updated which may help. Q: Will the manual be the only training available? Is it tutorial type training? A: The manual is in conjunction with a class. It is not a tutorial; however, it will walk you through requesting reports from CULPRPT, Reporting Center, and Dispatch. Also, it briefly touches on FOCUS. <b>As of 3/25/09, the manual is being updated; however, it is a “work in progress.” If an agency would like a demo of the RC, contact their TEAM mailbox.</b>
4	Agency requests for a listing of all System Generated Reports (DISPATCH) to include the USER ID and the need to ensure there is no Pii data included on these reports.	All agencies	Closed (leaving this on for this report then will remove as this is an agency issue to determine their DISPATCH	Chapter 20, Section 5 shows all of the NFC generated (DISPATCH) reports by report number and name. <b>Agencies need to review the report listing</b> and determine which, if any, they need to receive THEN decide which reports they need and if they need them in hard copy (ie., mailed or to their remote printer) or if they no longer need a report, to suppress (stop) it. Reports from DISPATCH may be printed in hard copy and mailed to the address on file or sent to an agency's “U” printer. Reports also can be stored in EXCEL w/o Pii so that they can be downloaded by the users. Form AD-1083 (found on NFC's webpage under Forms) is used to change an address where a report is mailed or to suppress (STOP) a report. If an agency wishes

			report needs)	to request a remote “U” printer, they need to follow the steps outlined on the document I shared after the meeting entitled “Requesting a remote U printer. <b>I can’t stress enough the importance of ensuring the correct mailing address and POC is on your report or better yet to have your report sent to a remote “U” printer and, if you no longer need a DISPATCH report, please have it suppressed (STOPPED) asap.</b> If you have any questions about the form AD-1083 you can always send an email to <a href="mailto:Customer.Support@nfc.usda.gov">Customer.Support@nfc.usda.gov</a> .
5	Tom Neumeister (Smithsonian) would like to have the PACS4561, NF Life Insurance (similar to the remittance report for the NF Health insurance) placed on the RC.	SM	<b>Closed per Tom</b> (will remove after this update)	Q: Does the RUG need to vote on this being added to the RC? A: NO, RUG does not need to agree; however, in order to ensure this is uploaded we need a copy of the report which Jody asked Tom/Ron for a sample. This would require a project number, cost estimate and needs to be submitted to GESD REQUEST. Closed.
6	Catherine (FERC) asked about Pii data on the BEAR2001 and TIME3201 reports; it contains full SS#’s and these should be masked.  <b>As this relates to #11 which includes changes for the RC, I’m closing this out.</b>	FERC	<b>Closed</b> (will remove after this update)	Jody received confirmation that the BEAR2001 report contains the full SSN (ie., NOT masked); Shavon ran the TIME3201 report and confirmed that the full SSN appears. Concerns about this led to the UG discussion of placing all user requested reports on the RC to allow the agency to choose not only the reports they want but whether or not to mask the SSN, especially with the concern of web-based applications and the issue of Pii being available.
7	SF-50’s and TSP notices from RFQS  <b>Update from Tiffany – when the DB Chg occurred the indicator was not turned on for RFQS for pp’s 24-3; however, it was corrected in PP 4. A notice was issued on March 27<sup>th</sup> and TEAM reps will contact their agency reps.</b>	DOJ	<b>Closed</b> (will remove after this update)	DOC did not receive these in PP’s 22 and 23 and asked if others had this issue; no one did, not sure if this was a CV 06 issue only or a DOC issue. Jody checked w/DOC after the January mtg; they rec’d the reports from NFC and asked to <u>close this out</u> . However, <b>DOJ</b> indicated this is a bigger issue since they had an entire POI (DJ/EI 4475) that was unable to receive their TSP reports. Tiffany followed up on this and it has been elevated to an SPR: #DOJ – Agency EI – SPR 090368; program has been corrected; test reports showed correct date.
8	CULP49 for PP 25 - IRS stated they were unable to pull the CULP049 report for PP 25	IRS	<b>Pending</b>	This report verifies employees who made adjustments to records and what those adjustments were for. IRS ran the report for PP 26 and rec’d 2010 data then re-ran it and it was fine. No one else appeared to have the problem. IRS elevated this error; an SPR number was assigned (794-83661202). Problem appears to be that the information is only stored for a limited number of PP’s (eg., 3 or 4). The agency would need to use TINQ and make screen prints and possibly capture thru FOCUS. With this stated, the UG feels that CULPRIT reports or any reports for that matter that contains

				historical data should retain it as long as the system will allow, preferably 26 PP's, if not longer. <b>Jody submitted a GESD REQUEST for a project number on 3/30/2009. On 4/7/09, Jody spoke to Phil G who is working on this project and may build a new CULPRPT report using the programming from the LES report which houses multiple pay periods of data.</b>
9	COBURN reports – <b>Project 90178</b>	DOC	<b>Closed</b> (will remove after this update)	These reports were shared after the Nov 2008 meeting...here they are again...they are in the RUG library and the report names are: <b>LWOP and LWOPSUM</b> . We are working to get these reports on the RC (sometime in 2009 or 2010). Will close out after this mtg.
10	Sunset of EARN  -NFC plans to sunset the EARN Client, which currently allows agencies to print earnings and leave statements (ELS) -EARN is defined to FOCUS and that functionality will remain. <a href="http://i2i.nfc.usda.gov/Customer_Support/Customer_Notification_Archives/2009_Notification_Archive/EARNClientSunset013009.pdf">http://i2i.nfc.usda.gov/Customer_Support/Customer_Notification_Archives/2009_Notification_Archive/EARNClientSunset013009.pdf</a>	NFC	<b>Closed</b> (will remove after this update)	A Customer Notice was issued on January 30, 2009 indicating that NFC is currently looking at Customer usage requirements for EARN Client and working to ensure that appropriate alternative reporting methods are available once the system is sunset. NFC has been personally communicating with all our customers to determine FOCUS usage. <b>If your agency extracts EARN Client data using FOCUS, you were to contact Customer Support by 02/13/09.</b> They needed the names of the FOCUS reports and library you are using so that they can review your reports and identify the data you are extracting. <b>IRS concerned about the Braille report they run out of EARN. Many users are pulling FOCUS reports against EARN. USSS' report will be used as a template for the RC.</b>
11	Reporting Center (RC) reports - The UG would like to have all user requested reports added to the RC to allow them to choose the reports they want with the data they need, e.g., masking the SSN, especially with the concern of web-based applications and the issue of Pii.	All Agencies	<b>Pending</b>	Agencies need to realize in order to pull a report from any other mainframe application (eg., PACS, TIME, BEAR) it requires coding modifications. There is no way to just "point and click" in order to pick up a report from one location (mainframe) to another (RC). The RC is 10 years old and has its own space limitations on the web server. It is being updated to a .net application and ultimately the goal is to make it an ad Hoc application with a wealth of data so users can pull/run reports with the data they need. <b>Per Alisa - There is no timetable on when this will happen as we are just getting started. We can add some reports but not all; redesign is the #1 priority. RUG must submit a GESD REQUEST with detailed requirements to get a project number and placed on the Release Schedule.</b>
12	Terminal Military Leave	All agencies (discussed by Jo)	<b>Pending</b>	In January OPM issued guidance on Annual Leave accrual for employees who were hired while on terminal leave pending retirement from the military. The guidance was based upon OLC & DOD opinions on crediting the military service for annual leave

				<p>purposes in this situation before October 17, 2006. The employees were allowed to utilize their military service for annual leave credit until the date that they were officially retired from the military. This means many should have been in the 8 hour category for at least a few pay periods and then switched back to the 4 hour category. The HR offices must go back and identify these employees and review the leave record to ensure that it was handled properly. Agencies have the authority to waive any leave granted in error, but must grant hours to those who did not receive it. Many of the report experts will be asked to help identify these individuals. There is no one code in the system that can be used to identify these individuals, but there are some that can help narrow the search (vet preference, years military service, uniformed services code, etc.). Employees indicate military service on their appointment affidavit and should have supplied a DD-214 at the time of employment and these documents will be on file. However, the agency has to identify which employee files need to be reviewed first. USSS stated they put them in a 6 hour leave category when they may only be eligible for 4 hours of AL per PP. Jo suggested the RUG brainstorm at a future meeting on how to locate these employees. Maybe run a FOCUS report on new employees with positive data in military fields on the database.</p>
13	ERI Report on the RC – Project 90470	All Agencies	Pending	<p>The current Race &amp; National Origin (RNO) report on the RC is not sufficient for ERI purposes. A request with requirements was submitted to GESDREQUEST on 5/8/09; project 90470 established.</p>
14	Canceled Payments Requiring Agency Action Report on the RC	IRS	Pending	<p>This report provides a listing of returned checks (payments) to the agency. The report does not provide the reason or action or description code and agencies are unable to identify what the returned payment is for, eg., child support, alimony, commercial garnishments. Alisa indicated this data comes from DOTSE and she'll discuss with them if there is a code that can be added to the report on the RC.</p>